

# NEBRASKA REAL PROPERTY APPRAISER REQUIREMENTS

EFFECTIVE JANUARY 1, 2012

## ALL CORE CURRICULUM COURSES MUST BE AQB/CAP APPROVED AND AT LEAST 15 CLASS HOURS AND TESTED

To be **CERTIFIED GENERAL** a person must:

- Complete a total of 300 class hours in approved core curriculum and elective appraisal course work and hold a Bachelor's degree or higher from an accredited degree-awarding college or university.
  - Basic Appraisal Principles and Procedures must be completed within five (5) years of application for those who do not hold a valid credential.
  - Fifteen class hours shall be in the *National Uniform Standards of Professional Appraisal Practice* completed within two years of application.
- In lieu of the Bachelor's degree, an applicant for the Certified General credential shall successfully pass 30 semester credit hours from an accredited degree-awarding college or university in designated subject matter courses.
- 3,000 hours of appraisal experience obtained in no fewer than 30 months; 1,500 hours must be non-residential appraisal experience.
- Submit \$150.00 application fee with the application form.
- Submit a log on forms approved by the Board.
- Submit two (2) copies of three reports **SELECTED BY THE BOARD**. Reports must be in summary or self-contained format. At least two reports must include all three approaches to value.
- Successfully complete the required AQB approved examination.
- Pay the initial Certified General fee of \$300.00.
- Pay the Federal Registry fee of \$40.00.

To be **CERTIFIED RESIDENTIAL** a person must:

- Complete a total of 200 class hours in approved core curriculum and elective appraisal course work and hold an Associate degree or higher from an accredited degree-awarding college or university.
  - Basic Appraisal Principles and Procedures must be completed within five (5) years of application for those who do not hold a valid credential.
  - Fifteen class hours shall be in the *National Uniform Standards of Professional Appraisal Practice* completed within two years of application.
- In lieu of the Associate degree, an applicant for the Certified Residential credential shall successfully pass 21 semester credit hours from an accredited degree-awarding college or university in designated subject matter courses.
- 2,500 hours of appraisal experience obtained during no fewer than 24 months.
- Submit \$150 application fee with the application form.
- Submit a log on forms approved by the Board.
- Submit two (2) copies of three reports **SELECTED BY THE BOARD**. The reports selected by the Board will represent a two-four family unit, a 0-20 year old residence and a residence over 20 years.
- Successfully complete the required AQB approved examination.
- Pay the initial Certified Residential fee of \$300.00.
- Pay the Federal Registry fee of \$25.00.

To be **LICENSED RESIDENTIAL** a person must:

- Complete a total of 150 class hours in approved core curriculum appraisal course work.
  - Basic Appraisal Principles and Procedures must be completed within five (5) years of application for those who do not hold a valid credential.
  - Fifteen class hours shall be in the *National Uniform Standards of Professional Appraisal Practice* completed within two years of application.
- 2,000 hours of appraisal experience obtained during no fewer than 12 months.
- Submit \$150.00 application fee with the application form.
- Submit a log on forms approved by the Board.
- Submit two (2) copies of reports **SELECTED BY THE BOARD**. Reports must be in summary or self-contained format.
- Successfully complete the required AQB approved examination.
- Pay the initial Licensed Residential fee of \$300.00.
- Pay the Federal Registry fee of \$25.00.

To be **REGISTERED** a person must:

**NO LONGER ACCEPTING APPLICATIONS**

To facilitate the application process, the Nebraska Real Property Appraiser Board will use the following procedures in reviewing applications:

1. Upon completion of the education and experience, contact the Real Property Appraiser Board for an application form or print the required form from the web site @ [www.appraiser.ne.gov](http://www.appraiser.ne.gov).
2. All applicants must pay a \$150.00 non-refundable application fee.
3. All application materials will be reviewed by the Board. Applicants will be notified by postal or electronic mail that he or she is eligible to take the examination.
4. Examination fee is paid to the testing company.
5. Upon successful completion of the examination, the applicant mails the ORIGINAL pass document to the Real Property Appraiser Board office.

Remember, until the application process is complete and your credentialing documents are processed, you cannot perform real property appraisals.

**NOTE:** An applicant shall be at least 19 years of age and shall not have been convicted of any felony, or if so convicted, have had his or her civil rights restored and furnish proof which, upon investigation, demonstrates that he or she has good character and a reputation for honesty and integrity. Fee and staff appraisals submitted for experience credit shall comply with the Uniform Standards of Professional Practice. All materials are retained by the Real Property Appraiser Board.



Use Separate sheet to include additional licenses/certificates.

a. Have any of your applications for registration/license/certificate or the right to renew or reinstate been the object of disciplinary action, including revocation, suspension, or formal censure; or have you been otherwise disciplined by any licensing authority in Nebraska or any other state?  YES  NO

b. Are there any complaints, pending against you as a real property appraiser or as a licensee in any other professional discipline in Nebraska or any other state?  YES  NO

c. Have you ever been convicted of a felony? (Give details on separate sheet of paper.)  YES  NO

If yes, have your civil rights been restored? (Attach court documents or restoration.)  YES  NO

5. If your answer to any of the following questions is YES, give names of all parties involved; the Court, location, date filed, nature of the suit and brief statement of all significant details on separate sheet. DO NOT include small claims court, domestic relations court, automobile accident cases, or traffic court cases.

a. Have you ever been engaged in any lawsuits involving real estate, either as plaintiff or defendant?  YES  NO

b. Have you been named as a defendant in any lawsuits?  YES  NO

c. Are there any lawsuits pending against you?  YES  NO

d. Have judgments been rendered against you in any lawsuits?  YES  NO

6. If your answer to any of the following questions is YES, give the Court, location, date filed, charge, disposition, and brief statement of all significant details on separate sheet. Failure to list all criminal charges will result in forfeit of your application and fee.

a. Have you been convicted of any criminal offenses, other than minor traffic violations?  YES  NO

b. Are there any criminal charges other than minor traffic violations pending against you?  YES  NO

7. General Education Background:

High School: \_\_\_\_\_  
Name and location of school from which you graduated.

If holder of a Certificate of Equivalency or GED, give name and location of institution and date received:

\_\_\_\_\_  
\_\_\_\_\_

Post Secondary Education: \_\_\_\_\_

Degree earned: \_\_\_\_\_

**OR**

Semester credit hours earned: \_\_\_\_\_

**Attach copy of transcript.**

I am, or will be, training under the supervision of \_\_\_\_\_  
NAME

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
CERTIFIED CREDENTIAL NUMBER

**CORE CURRICULUM QUALIFYING EDUCATION REQUIREMENTS  
FOR EACH CREDENTIAL APPLICATION**

**ALL CORE CURRICULUM EDUCATION MUST BE AQB/CAP APPROVED / Effective January 1, 2008**

*Submit documents indicating the required core curriculum courses have successfully been completed.*

**Supervisor / Trainee / Chapter 5 001.01**

- |                          |      |  |          |
|--------------------------|------|--|----------|
| <input type="checkbox"/> | Q001 | Basic Appraisal Principles                                   | 30 hours |
| <input type="checkbox"/> | Q002 | Basic Appraisal Procedures                                   | 30 hours |
| <input type="checkbox"/> | Q003 | Uniform Standards of Professional Appraisal Practice (USPAP) | 15 hours |

**Supervisor / Trainee Real Property Appraisal Education Requirements  
75 hours**

**Licensed Residential Real Property Appraiser / Statutes / Chapter 5 001.03A**

- |                          |         |  |          |
|--------------------------|---------|--|----------|
| <input type="checkbox"/> | Q001    | Basic Appraisal Principles                                   | 30 hours |
| <input type="checkbox"/> | Q002    | Basic Appraisal Procedures                                   | 30 hours |
| <input type="checkbox"/> | Q003    | Uniform Standards of Professional Appraisal Practice (USPAP) | 15 hours |
| <input type="checkbox"/> | L/CR004 | Residential Market Analysis and Highest and Best Use         | 15 hours |
| <input type="checkbox"/> | L/CR005 | Residential Site Valuation and Cost Approach                 | 15 hours |
| <input type="checkbox"/> | L/CR006 | Residential Sales Comparison and Income Approaches           | 30 hours |
| <input type="checkbox"/> | L/CR007 | Residential Report Writing & Case Studies                    | 15 hours |

**Licensed Residential Real Property Appraisal Education Requirements  
150 hours**

**Certified Residential Real Property Appraiser / Statutes / Chapter 5 001.04A**

- |                          |          |  |          |
|--------------------------|----------|--|----------|
| <input type="checkbox"/> | Q001     | Basic Appraisal Principles                                   | 30 hours |
| <input type="checkbox"/> | Q002     | Basic Appraisal Procedures                                   | 30 hours |
| <input type="checkbox"/> | Q003     | Uniform Standards of Professional Appraisal Practice (USPAP) | 15 hours |
| <input type="checkbox"/> | L/CR004  | Residential Market Analysis and Highest and Best Use         | 15 hours |
| <input type="checkbox"/> | L/CR005  | Residential Site Valuation and Cost Approach                 | 15 hours |
| <input type="checkbox"/> | L/CR006  | Residential Sales Comparison and Income Approaches           | 30 hours |
| <input type="checkbox"/> | L/CR007  | Residential Report Writing & Case Studies                    | 15 hours |
| <input type="checkbox"/> | L/CR008  | Advanced Residential Applications and Case Studies           | 15 hours |
| <input type="checkbox"/> | CR/CG009 | Statistics, Modeling and Finance                             | 15 hours |
| <input type="checkbox"/> | QE2000   | Certified Residential Electives / Pre-requisite              | 20 hours |

**Certified Residential Real Property Appraisal Education Requirements  
200 hours**

**Certified General Real Property Appraiser / Statutes / Chapter 5 001.05A**

- |                          |          |  |          |
|--------------------------|----------|--|----------|
| <input type="checkbox"/> | Q001     | Basic Appraisal Principles                                   | 30 hours |
| <input type="checkbox"/> | Q002     | Basic Appraisal Procedures                                   | 30 hours |
| <input type="checkbox"/> | Q003     | Uniform Standards of Professional Appraisal Practice (USPAP) | 15 hours |
| <input type="checkbox"/> | CG004    | General Appraiser Market Analysis and Highest and Best Use   | 30 hours |
| <input type="checkbox"/> | CG005    | General Appraiser Site Valuation and Cost Approach           | 15 hours |
| <input type="checkbox"/> | CG006    | General Appraiser Sales Comparison Approach                  | 30 hours |
| <input type="checkbox"/> | CG007    | General Appraiser Report Writing & Case Studies              | 30 hours |
| <input type="checkbox"/> | CG008    | General Appraiser Income Approach                            | 60 hours |
| <input type="checkbox"/> | CR/CG009 | Statistics, Modeling and Finance                             | 30 hours |
| <input type="checkbox"/> | QE3000   | Certified General Electives / Pre-requisite                  | 30 hours |

**Certified General Real Property Appraiser Education Requirements  
300 hours**

## SECTION III

### EMPLOYMENT RECORD

List below the positions you have held starting with your present employment. If more than one position or classification has been with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties" describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. If you need more space, attach a separate sheet of paper.

| EMPLOYMENT INFORMATION   | DESCRIPTION OF DUTIES            |
|--|----------------------------------|
| Employer/Type of Business  | Position Title                   |
| Street Address   | Specific Duties                  |
| City, State, Zip   | Appraisal Experience in this job |
| Immediate Supervisor/Title   | Phone                            |
| Dates of Employment (Month, Year)<br>FROM: TO:   |                                  |
| Total Employed:<br>Years: Months: <input type="checkbox"/> Part-time Hours Worked<br>Per Week: <input type="checkbox"/> Full-Time: |                                  |
| Employer/Type of Business  | Position Title                   |
| Street Address   | Specific Duties                  |
| City, State, Zip   | Appraisal Experience in this job |
| Immediate Supervisor/Title   | Phone                            |
| Dates of Employment (Month, Year)<br>FROM: TO:   |                                  |
| Total Employed:<br>Years: Months: <input type="checkbox"/> Part-time Hours Worked<br>Per Week: <input type="checkbox"/> Full-Time: |                                  |
| Employer/Type of Business  | Position Title                   |
| Street Address   | Specific Duties                  |
| City, State, Zip   | Appraisal Experience in this job |
| Immediate Supervisor/Title   | Phone                            |
| Dates of Employment (Month, Year)<br>FROM: TO:   |                                  |
| Total Employed:<br>Years: Months: <input type="checkbox"/> Part-time Hours Worked<br>Per Week: <input type="checkbox"/> Full-Time: |                                  |
| Employer/Type of Business  | Position Title                   |
| Street Address   | Specific Duties                  |
| City, State, Zip   | Appraisal Experience in this job |
| Immediate Supervisor/Title   | Phone                            |
| Dates of Employment (Month, Year)<br>FROM: TO:   |                                  |
| Total Employed:<br>Years: Months: <input type="checkbox"/> Part-time Hours Worked<br>Per Week: <input type="checkbox"/> Full-Time: |                                  |

**SECTION IV**

**LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997  
MANDATORY RELEASE OF SOCIAL SECURITY NUMBER  
DATA REQUIRED BY THE PRIVACY ACT OF 1974**

Effective September 13, 1997, the Real Estate Appraiser Act (Neb. Rev. Stat § 76-2201 to 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat § 43-3301 to 43-3324, the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

My social security number is \_\_\_\_\_

(APPLICANT MUST SIGN AND ACKNOWLEDGE THE FOLLOWING AFFIDAVIT BEFORE AN OFFICER COMPETENT TO ADMINISTER OATH.)

**Affidavit of Applicant**

The foregoing statements are made for the purpose of procuring a Nebraska Real Property Appraiser Registered, License Residential, Certified Residential or Certified General. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations and statements made herein to procure a Real Property Appraiser Registered, License Residential, Certified Residential or Certified General may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a Real Property Appraiser in the State of Nebraska.

I also hereby authorize any agency of federal, state or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity and competence to transact business as a real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation or rejection.

I attest that I am at least 19 years of age.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

SIGN HERE \_\_\_\_\_  
(Signature of Applicant)

State of \_\_\_\_\_ )  
 ) ss.  
 )  
County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

By \_\_\_\_\_  
(Name of Applicant)

Staple signed photo here.

Notary Public

SEAL

1. Attach a \$150.00 (non-refundable) application fee.
2. Attach a recent passport type photo of applicant.
3. Enclose course completion documents.
4. If experience is required for the credential, attach a copy of your experience log.
5. Mail to: Nebraska Real Property Appraiser Board  
301 Centennial Mall South, Lower Level  
P. O. Box 94963  
Lincoln, Nebraska 68509-4963
6. Application will be returned if all requirements are not met.

**APPLICATION WILL NOT BE PROCESSED  
WITHOUT COMPLETING THIS DOCUMENT**

**UNITED STATES CITIZENSHIP ATTESTATION STATEMENT**

Effective October 1, 2009, all applicants for a professional license or credential are required by law to complete the following Citizenship Attestation Statement. If your credential will be issued on or after October 1, 2009, you are required to complete the following form:

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

\_\_\_\_\_ I am a citizen of the United States.

**OR**

\_\_\_\_\_ I am a qualified alien under the federal Immigration and Nationality Act, Immigration status and alien number are as follows:

\_\_\_\_\_

And I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME:

\_\_\_\_\_  
FIRST MIDDLE LAST

SIGNATURE:

\_\_\_\_\_

DATE:

\_\_\_\_\_